



**EMPLOYMENT AND
ECONOMIC DEVELOPMENT**

SFY21 SNAP E&T 50% Reimbursement Program

September 4, 2020



Basics of SNAP

- The Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps, helps Minnesotans with low incomes get the food they need for nutritious and well-balanced meals. The program provides support to help stretch the household food budget. It is not intended to meet all food needs of the household; it is a supplement.
- The [screening tool \(PDF\)](#) asks a few questions to help a person find out if they may qualify for SNAP. The screening tool is only an estimate of eligibility. The only way to know for sure if a person qualifies is to complete the application process. This may be another way to recruit active participants that may qualify for SNAP benefits.

SNAP E&T Eligibility

- The SNAP E&T program helps SNAP recipients improve their employment prospects and wage potential through participation in job search, training, education or work activities. The goal is to assist recipients in obtaining a livable wage, leading toward self-sufficiency.
- An individual can receive SNAP E&T services if they:
 - Receive federal food assistance;
 - Are age 16 or older (there are additional requirements to serve 16-17 year olds); and
 - Have the physical and mental ability to work at least 20 hours per week, or able to do so within the next year; and
 - For clients with a verified disability, such as active SSI recipients or temporary workers compensation recipients, client statement or client-provided documentation can be used to determine SNAP E&T eligibility.
- Participants receiving SNAP benefits as part of their MFIP benefits do not qualify for SNAP E&T services

Third Party Providers

- DEED third party provider (DEED TPP) agencies are responsible for delivering SNAP E&T services to SNAP recipients.
 - Individuals must participate in SNAP E&T knowingly. It is important for providers to determine a process for documenting program intentionality. When program intentionality is not documented, this may be considered data matching.
 - Data matching occurs when a provider reviews their agency's non-federally funded programming, looking for individuals receiving SNAP, and considers the SNAP recipients to be SNAP E&T participants.
 - Participant enrollments should begin no earlier than the program orientation date.
- SNAP E&T services provided include a participant assessment to determine necessary E&T activities and case management.
 - The assessment is an in-depth evaluation of employability skills, participation in skills development opportunities and supports needed to successfully complete training and job placement. Based on the assessment, the agency places the participant in the appropriate SNAP E&T activities to move the participant toward employment.
 - Verification of receipt of the SNAP benefit, by the provider, must be done each month that a recipient participates in SNAP E&T activities. If an individual is not receiving SNAP, they cannot participate in SNAP E&T.
- DEED TPPs are responsible for tracking costs, maintaining records, and invoicing according to federal and state regulations.
 - In the DEED TPP reimbursement model, a provider agency puts forth the cost of program operations, including assessment, case management, SNAP E&T activities, and support services. Provider funds used to leverage the SNAP E&T program funds cannot originate from a federal source and cannot supplant another funding source. DEED then reimburses the provider at 50 percent of allowable SNAP E&T expenditures.

Case Maintenance

- **Participants Files-** A provider must document all activities and services provided to a participant in WF1. Files must be kept for all SNAP E&T participants. The files may be kept in paper or electronic formats and are reviewed as part of the annual monitoring visit.
- **Assessment-** A SNAP recipient must be assessed prior to placement in an E&T component. Assessment should include an in-depth evaluation of employability skills coupled with counseling on how and where to search for employment.
- **Eligibility Verification-** Participant eligibility verification is required prior to enrolling an individual in SNAP E&T and before requesting reimbursement for services each month. A participant must be on SNAP at the time the cost was incurred, regardless of when billing for the service took place. It is the responsibility of the DEED TPP to verify, with DEED staff, participant eligibility each month.
- **Employment Plan-** SNAP E&T providers must complete an Employment Plan (EP) for each SNAP E&T participant. The EP shall be the result of assessing each individual's career goals, skills, abilities, family obligations and any other job-relatable assets and barriers, and include steps that will help the participant overcome identified career barriers while supporting the participant's strengths and goals.

Case Maintenance

- **Participant Progress-** Participant files must contain progress information, which includes the activity the participant is engaged in, the dates of participation in that activity, regular program progress notes, credential and certificate attainment, employment, wages and retention information.
- **Case Notes-** It is an expectation that each case in WF1 have one or more case notes each month. At minimum, case notes should contain the following:
 - Date of the event;
 - Type of contact (in person, over the phone, etc.);
 - Purpose of contact (intake, employment plan meeting, monthly check-in).
- **Participant Reimbursements-** Documentation or receipts of participant reimbursement(s) must be on file and listed in WF1 under Support Services within the primary program and case noted.
- **Closing a Case-** Cases in WF1 should be closed by the end of the month following the month of SNAP case closure, unless open in the Retention Activity.
 - Ex. SNAP closed November 1st, case should be closed in WF1 by November 30th with an exit date of October 31st. When an individual is no longer engaged, the SNAP E&T record in WF1 should be closed within 30 days. The corresponding exit date should be entered in WF1.

Eligible Participant Activities

Reimbursable ACP Activities	
Workfare	Uncompensated Work Experience
OJT	Apprenticeship
Subsidized Employment	Adult Basic Education
Adult Diploma Program	Credential Training
ESL/ELL Training	GED Training
Integrated Education Training (IET)/ Bridge Programs	Non-Credentialed Training
Self-Employment Training	Retention
Assessment	Orientation
Supervised Job Search	Supervised Job Search Training
Non-Reimbursable ACP Activities	
Holding	Local lag
Satisfactory Progress	Social Services
Employed FT	Employed PT

- Monitoring is conducted of grantees at least annually to ensure grantee(s)/subgrantee(s) are in accordance with the approved workplan, federal, local, and state policies.
 - Participant file review
 - Eligibility
 - Project goals, services, and activities
 - Training
 - Project expenditures & financial reconciliation
 - Project performance

- WF1 is the primary tool used to collect and manage participants' employment plans, support services, and activities. Having accurate and timely participant information within the management information system is critical in evaluating outcomes and providing services to participants.
 - TPP can expect to co-enroll participants in the ACP and SNAP E&T programs in WF1.
 - Participant WF1 records will require dual entry; i.e. activities, case notes, employment plan, assessments.
- Additional WF1 access will be required and must be requested via the *Access Form* in WF1

Reimbursable Expenses

- Expenses are only reimbursable if all of the following conditions are met:
 - The participant is enrolled in a grant program funded by DEED, which is identified in your organization's SNAP E & T contract. The enrollment must be reflected in WorkforceOne (WF1).
 - The participant is receiving SNAP benefits as of the date the cost was incurred.
 - The expense is allowable per the specific legislation which authorizes the grant funds being leveraged for SNAP E & T Reimbursement
 - The expense is allowable and aligns within the Request for Proposal requirements (if leveraged funds were awarded via a competitive process)
 - The expense is approved as allowable per each individual grant contract (which may vary depending on grant fund's work plan)
 - The expense is allowable per the DEED/DHS Form, Guidance on Costs & Reimbursements.

Determining Reimbursement Amount

- **Administration and Direct Services** costs are determined by a percentage of participants that are enrolled in SNAP E&T for any amount of time in that month/participants co-enrolled in the primary grant.
 - For Example: 18 participants are enrolled in pathways to prosperity. Of those 18 participants, 6 are verified SNAP eligible for the same month: $6/18 = 33\%$; \$1,500 Admin on primary grant RPR; $\$1,500 * 33\% = \495 and 50% of that would be the total SNAP reimbursement.
- **Direct Customer Training** costs are determined by the ACTUAL cost of training spent on a participant enrolled in the organization's primary grant AND SNAP E&T in WF1. If the organization is invoiced per class and not per participant, the costs would be determined by the percentage of students in the class enrolled in the organization's primary grant AND SNAP E&T in WF1.
 - For Example: ABC Technical School charges \$10,000 per class, no matter how many students attend. The organization enrolls a total of 25 students. Of those 25 students, 10 are verified SNAP eligible: $10/25 = 40\%$; $\$10,000 * 40\% = \$4,000$ and 50% of that would be the total SNAP reimbursement.
- **Support Services** costs are also determined by ACTUAL costs spent on a participant enrolled in the organization's primary grant AND SNAP E&T in WF1.
 - For Example: Participant received \$50 gas card to get to and from the training. The reimbursement would be 50% of the actual cost = \$25

Budget

	A. Opportunity Bill Contract Award	B. Total Participants	C. Cost per Participant (A/B=C)	D. Estimated # of SNAP E&T 50% Reimbursement Participants	E. Total Costs Anticipated for SNAP E&T Participants (C*D=E)
Total	\$200,000	50	\$4,000	15	\$55,000
Cost Category		F. Anticipated SNAP E&T Allowable Costs (from E above)		G. SNAP E&T 50% Reimbursement (F/2=G)	
1. Administration Costs		\$20,000		\$10,000	
2. Direct Services Costs		\$15,000		\$7,500	
3. Direct Customer Training		\$5,000		\$2,500	
4. Support Services		\$15,000		\$7,500	
5. Total: (should not exceed E above)		\$55,000		\$27,500	

Next Steps

- Applications were sent 8/24/2020
- Applications are due September 18th, 2020 no later than 4:00pm CST
- Contracts are expected to be executed on or shortly after October 1st, 2020 and end September 30th, 2020
- Q&A will be posted to the Adult Career Pathways SNAP E&T website:
 - <https://mn.gov/deed/programs-services/adult-career-pathways/snap/>

Thank You!

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